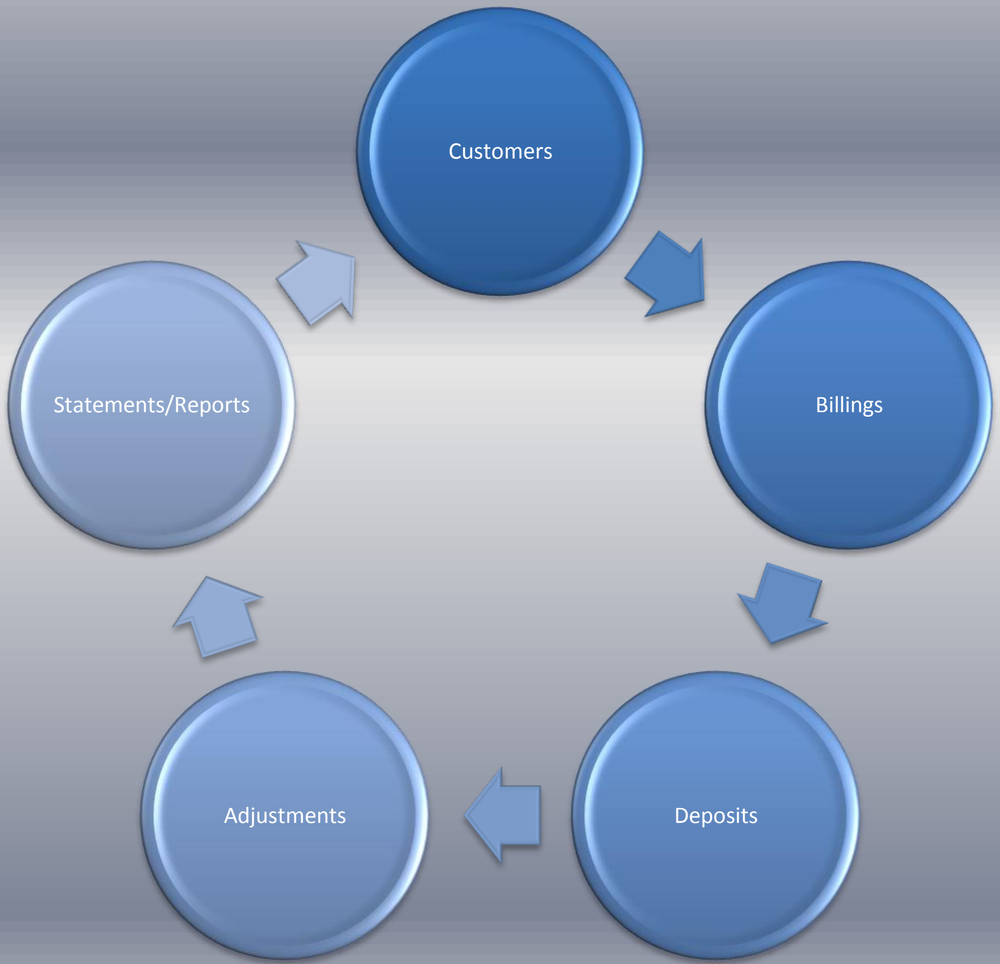
# Accounts Receivable

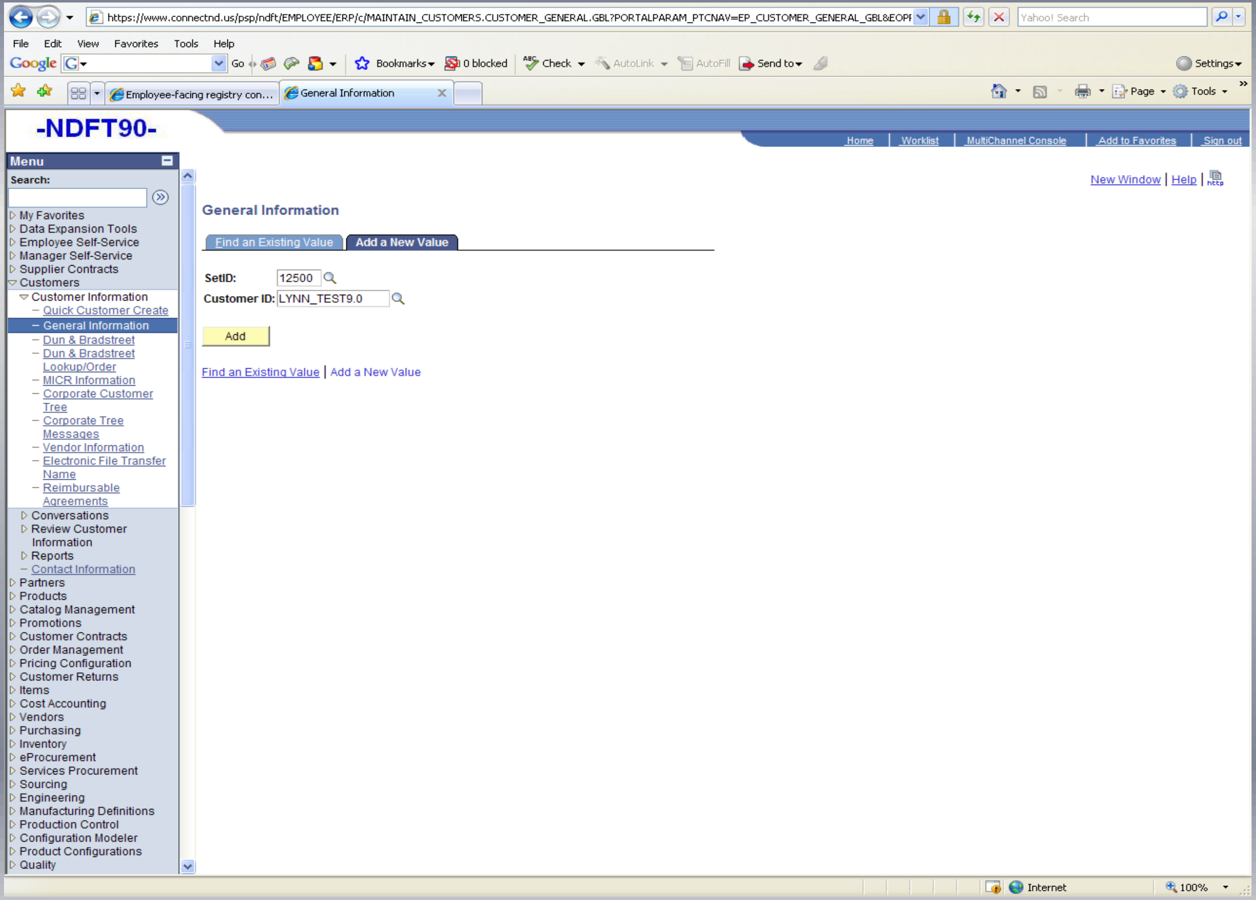
9.0 Upgrade

# Billing/Accounts Receivable 9.0 Overview



# Customers

- Same navigation: Customers > Customer Information > General Information

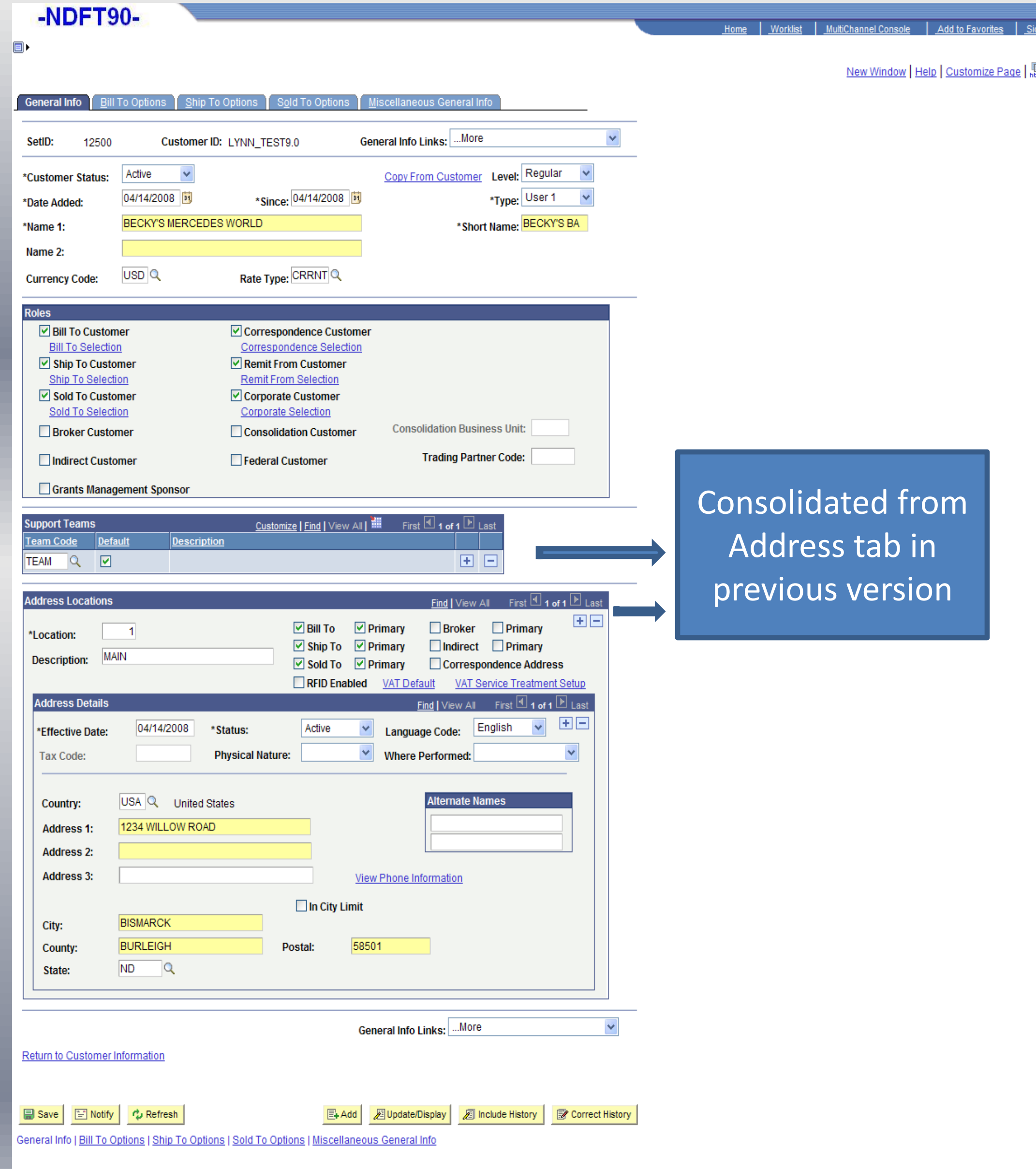


# Customers – Add a New Value - General Info. (Tab)

Name 2: Field has been added

<u>General Info </u> screen has consolidated 'Support Teams' and 'Address Locations / Details' information

Address Tab has been removed



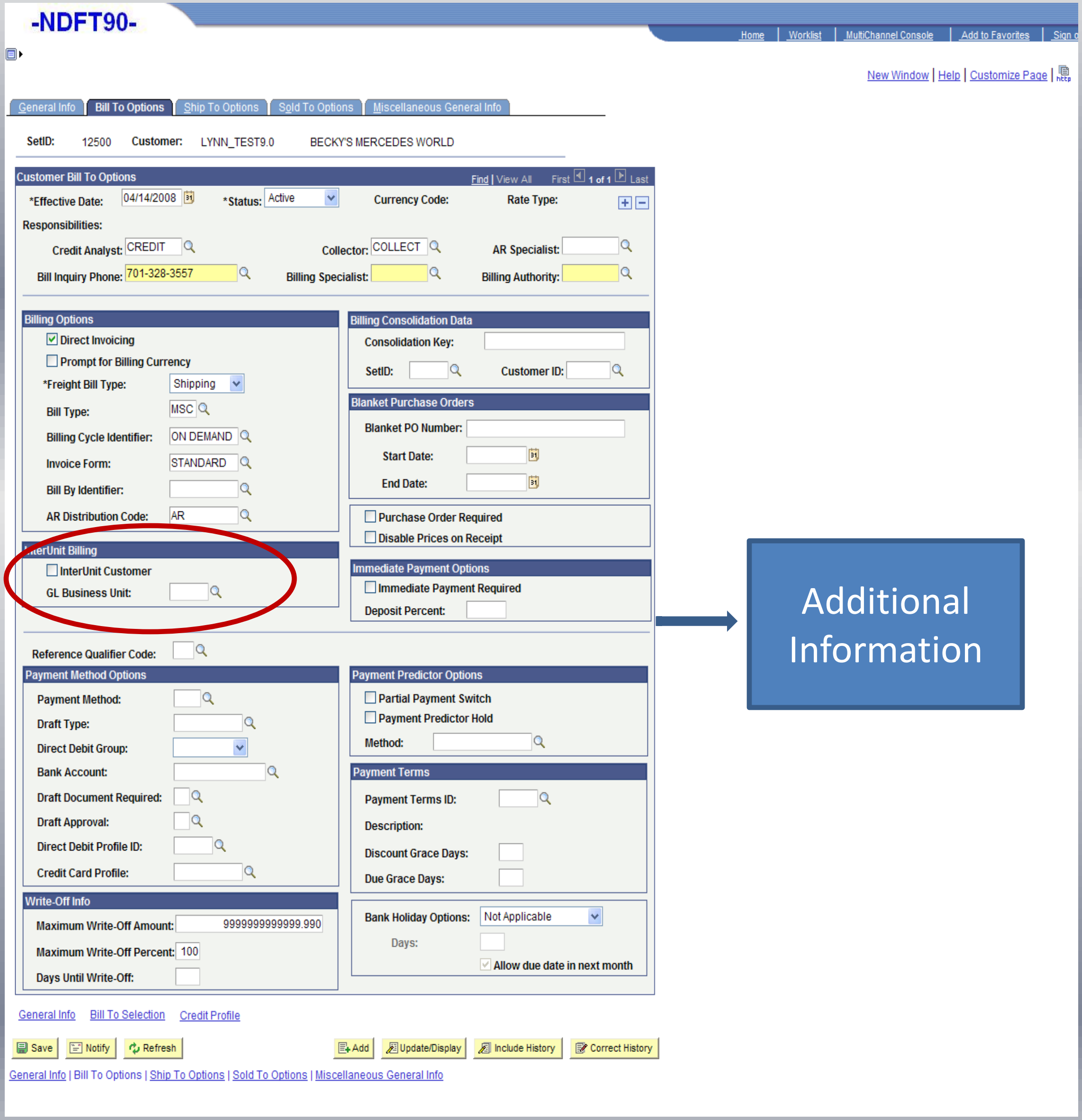

Consolidated from Address tab in previous version

# Bill To Options (Tab)

Additional information added to this page:

- Payment Method Options
- Payment Predictor
- Payment Terms
- Write-Off Info (how much is allowable per customer)

Note: This is where the InterUnit Billing is tied to the Customer (creates AP voucher for IDB or AP refund).

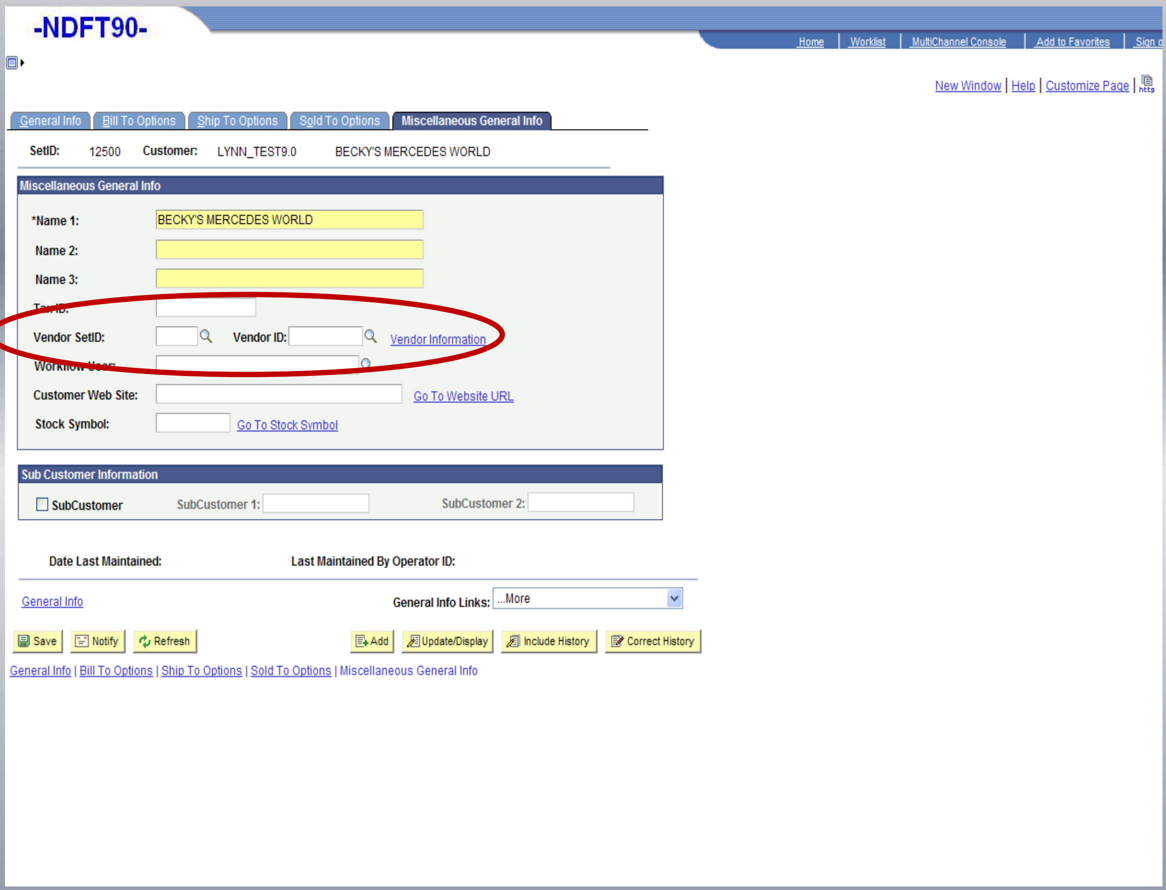



Additional Information

# Miscellaneous General Info. (Tab)

Screen has changed to include Vendor SetID and Vendor ID information (used for AR to AP refund).

Currency Detail and Support Teams have been relocated to General Info (tab)



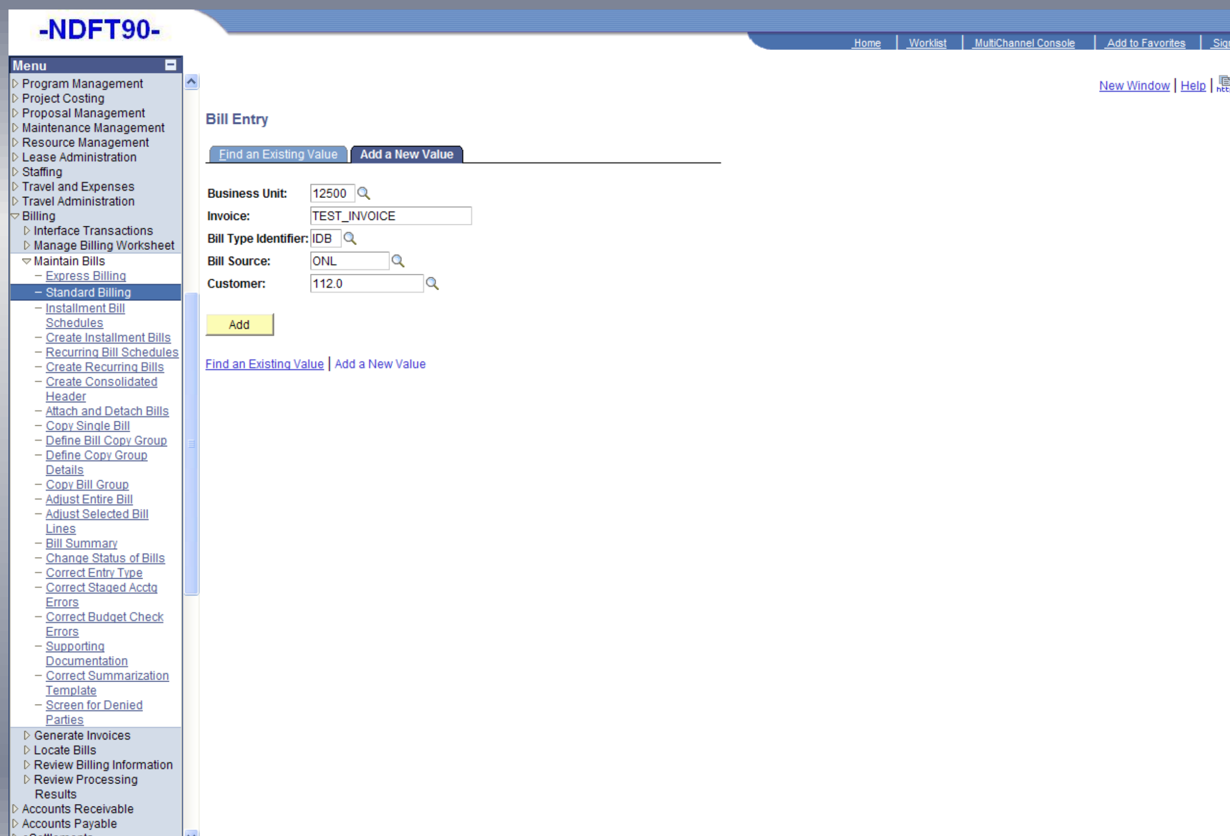
# Billing Interface (PERS, ITD, AG)

- Same navigation:

  - ND Utilities & Interfaces > ND State Applications > Billing > Billing Load
  - Billing > Interface Transactions > Process Billing Interface
  - Billing > Maintain Bills > Change Status of Bills
  - Billing > Generate Invoices > Non-Consolidated > Single Action Invoice
  - Accounts Receivable > Receivables Update > Request Receivables Update

# Billing

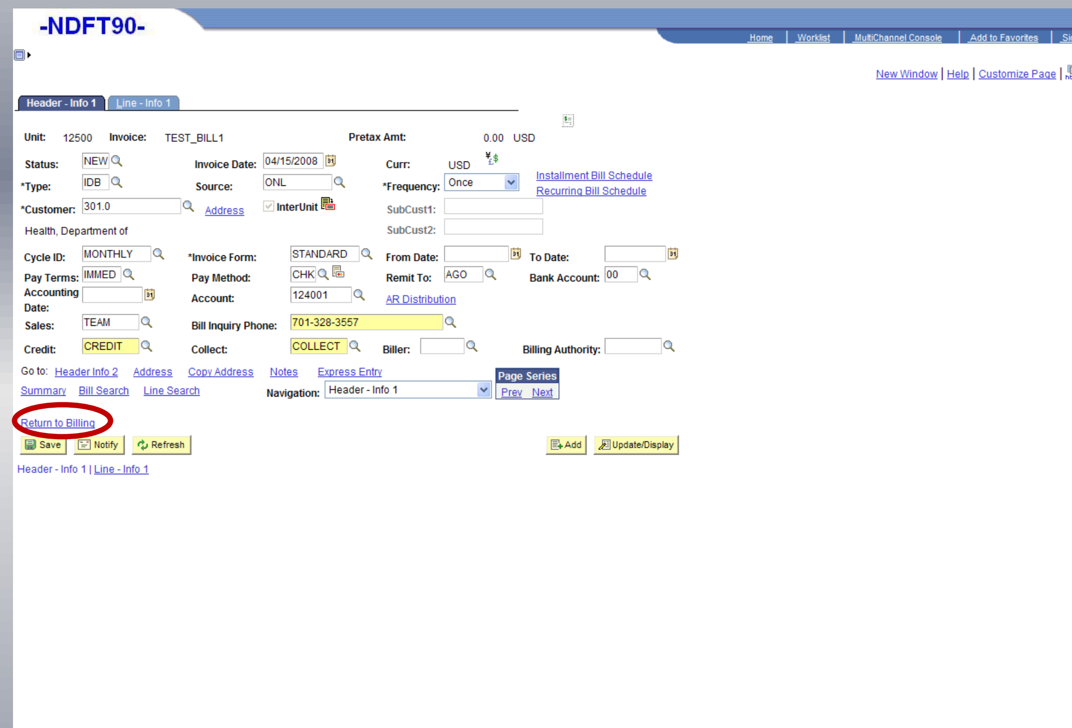
- Same navigation: Billing > Maintain Bills > Standard Billing



# Billing – Add a New Value

Header – Info 1 (tab)

Return to Billing link has been added

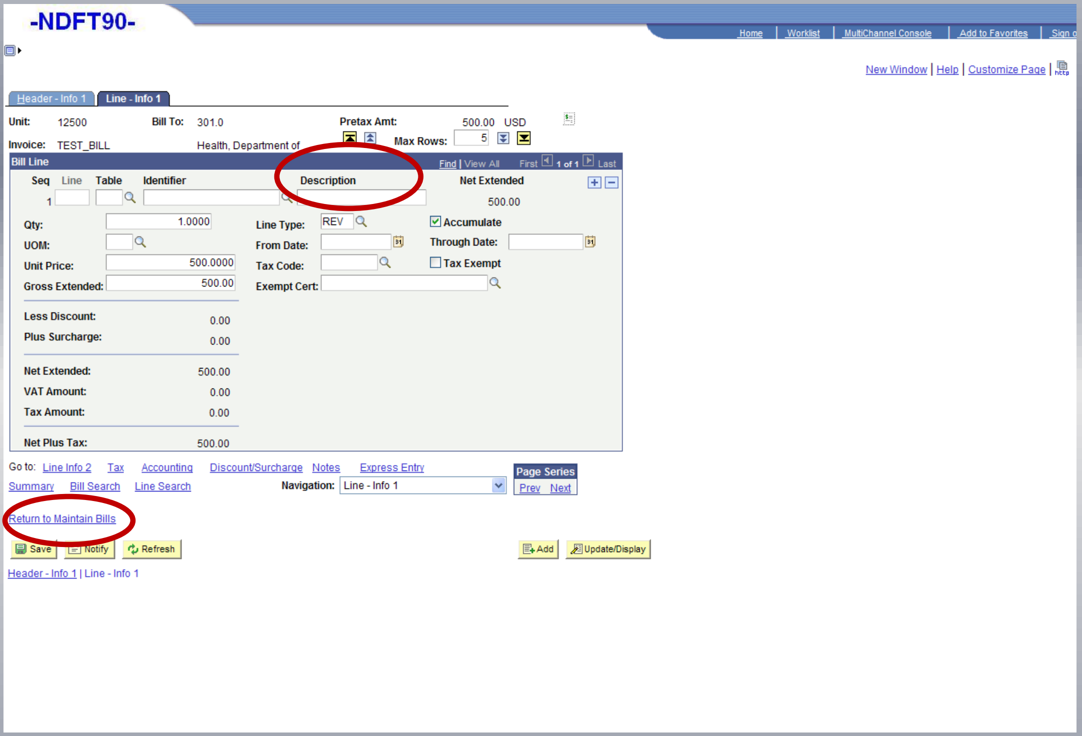


# Billing – Add a New Value

<u>Line – Info 1 (tab)</u>

Description name added

[Return to Maintain Bills ](#) link has been added

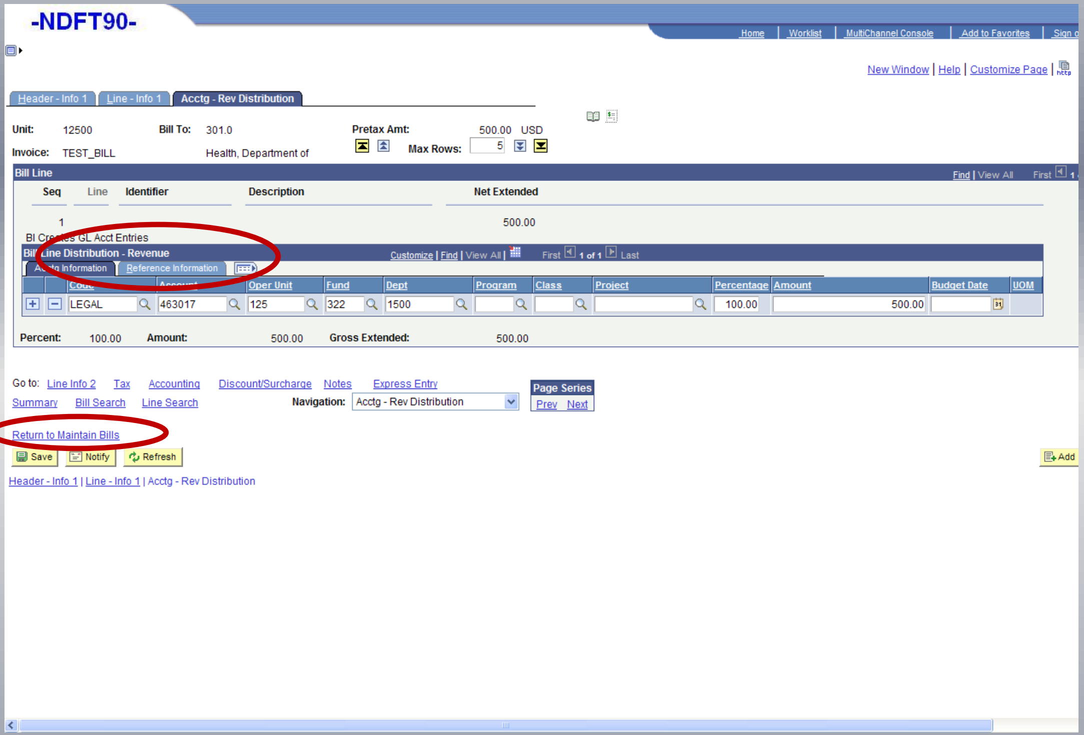


# Billing – Add a New Value

<u>Accounting – Revenue Distribution (tab)</u>

Additional information on Accounting-Revenue Distribution

[Return to Maintain Bills ]link has been added

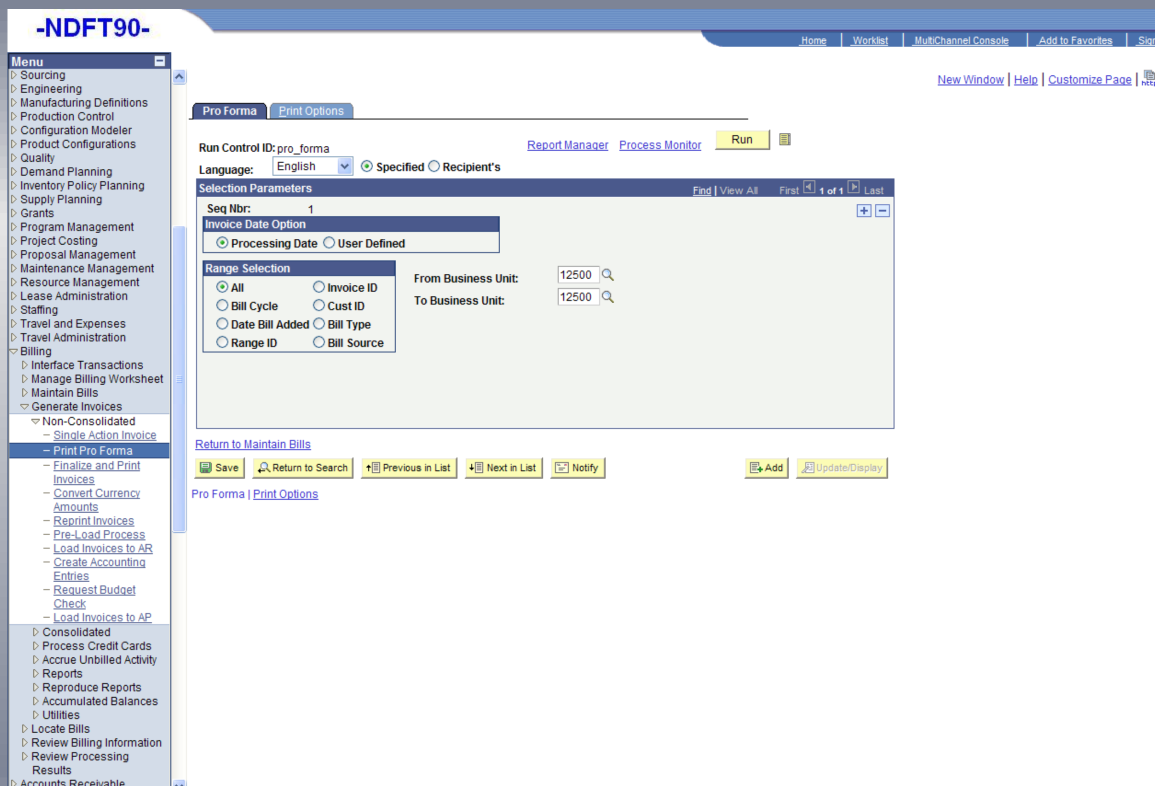


# Bill Status Change

- Same navigation: Billing > Maintain Bills > Change Status of Bills

# Print Pro Forma

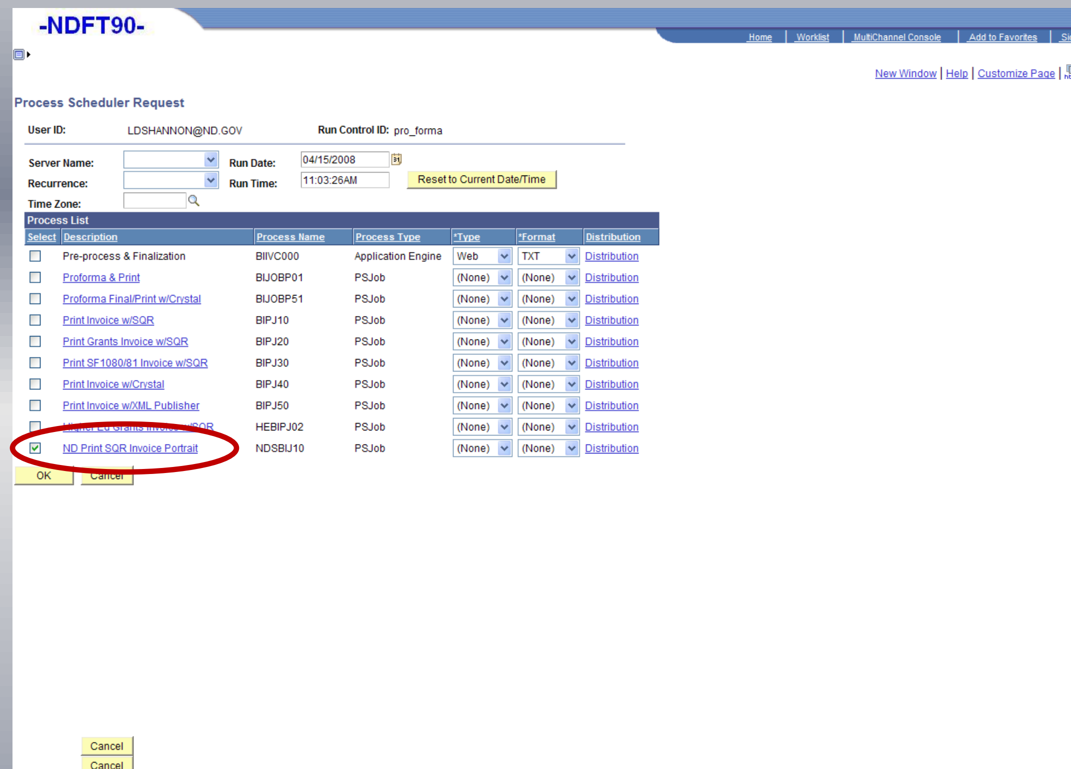
- Same navigation: Billing > Generate Invoices > Non-Consolidated > Print Pro Forma



# Print Pro Forma (Process Scheduler Request)

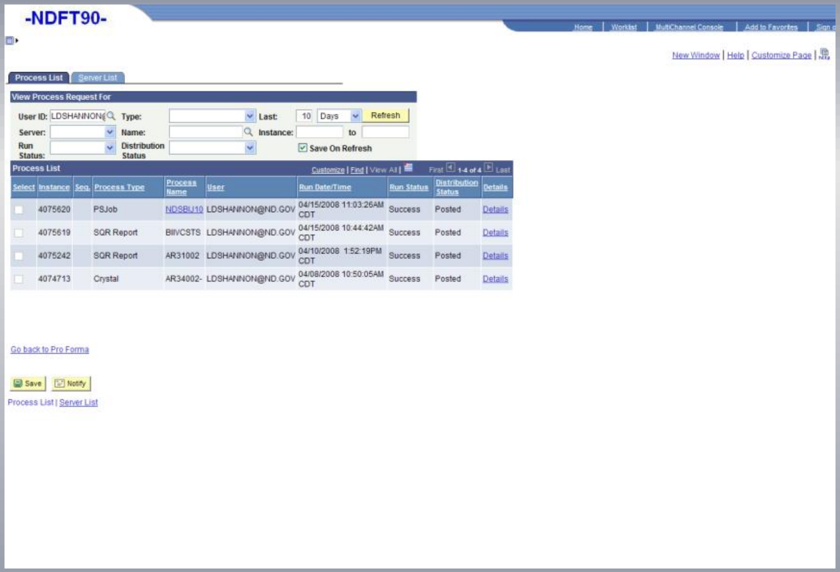
Run Control has changed

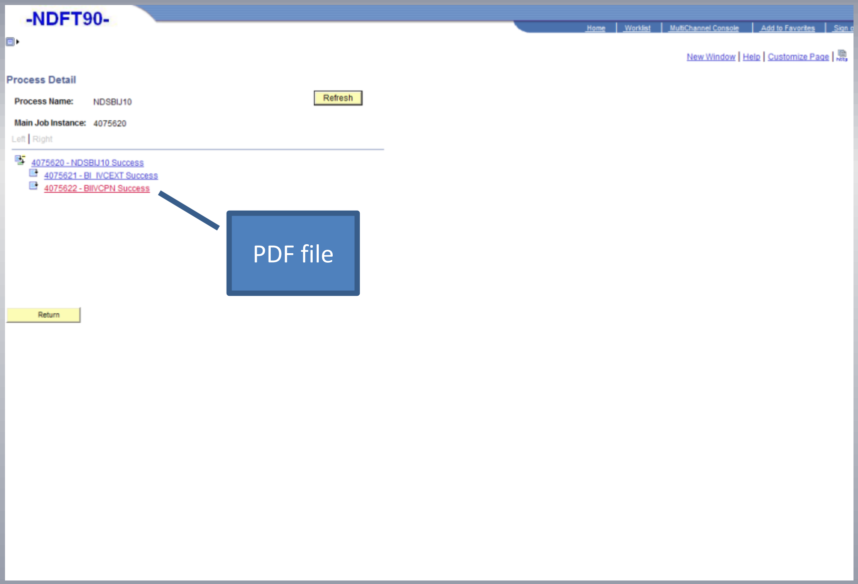
ND Print SQR Invoice Portrait



# Print Pro Forma

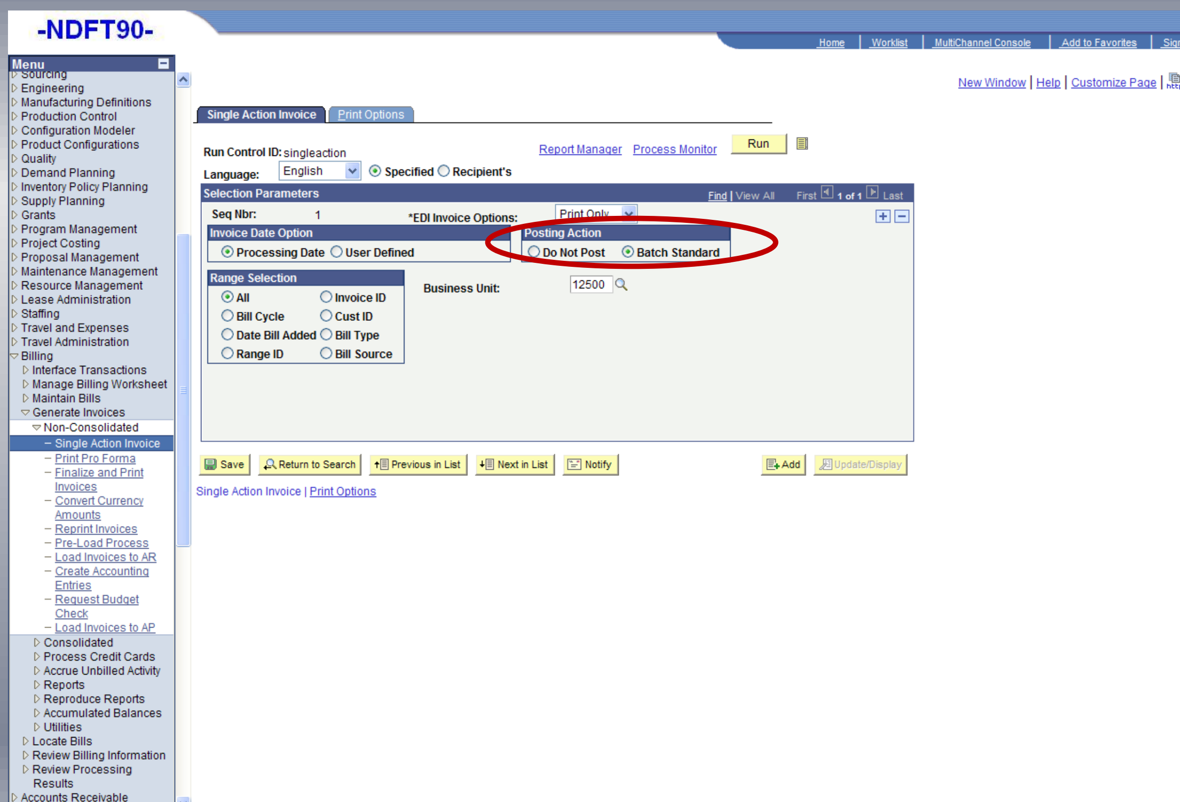
- NDSBIJ10 – Portrait Invoice



# Single Action Invoice

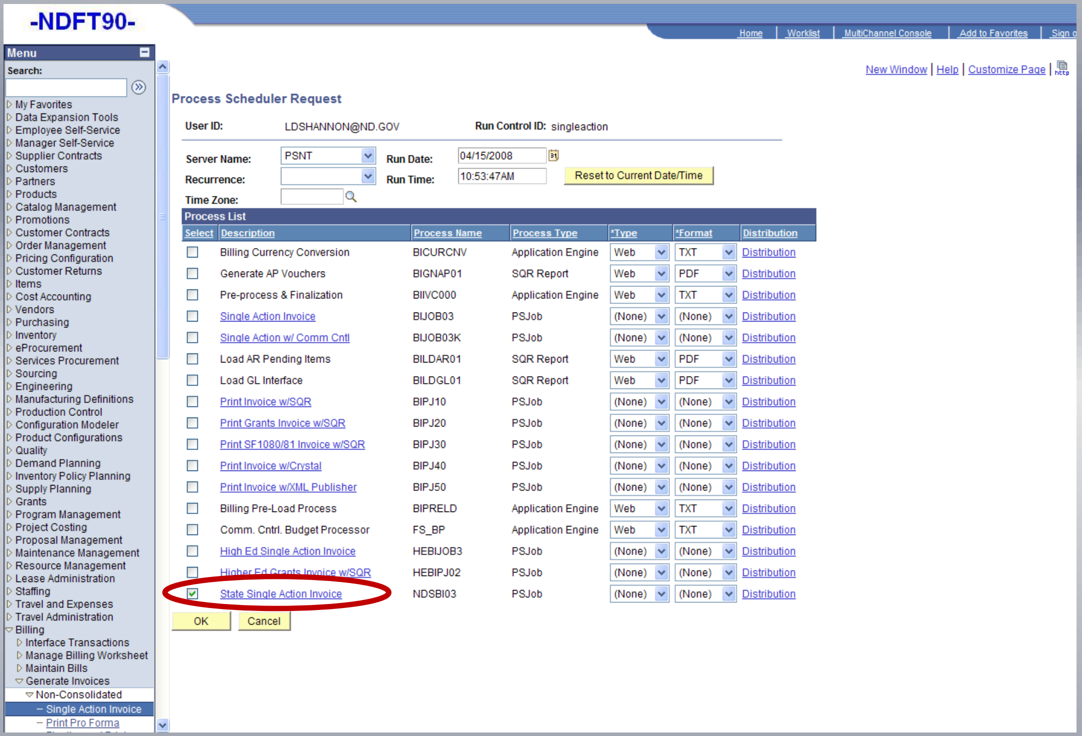
- Same navigation: Billing > Generate Invoices > Non-Consolidated > Single Action Invoice



# Single Action Run Control
## (Process Scheduler Request)

Select ‘State Single Action Invoice’

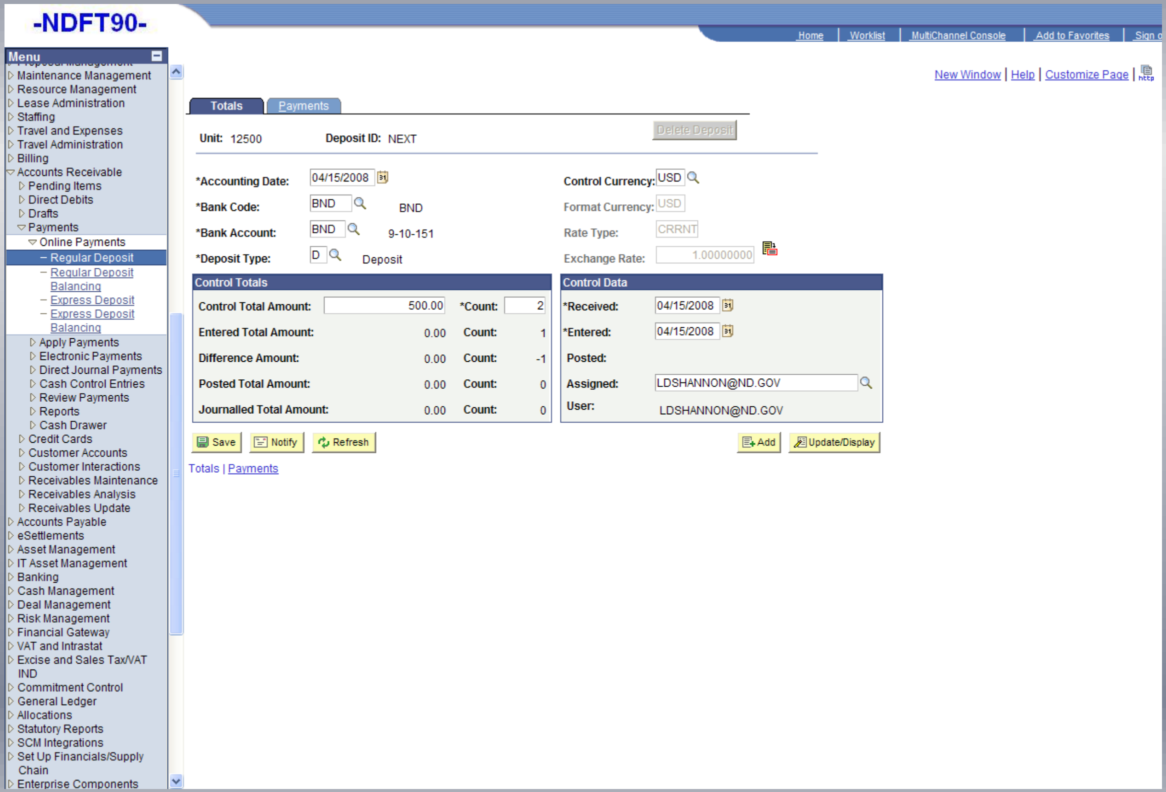
NDSBI03



# Deposit

- Same navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

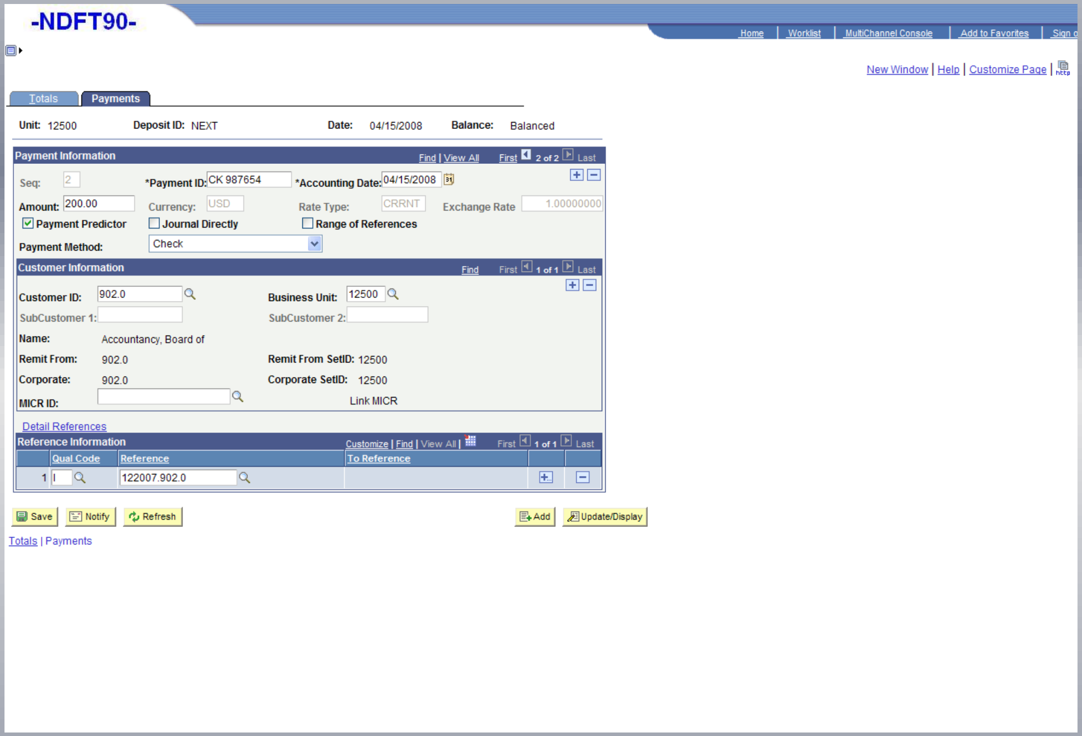
Totals (Tab)



# Create an Online Deposit

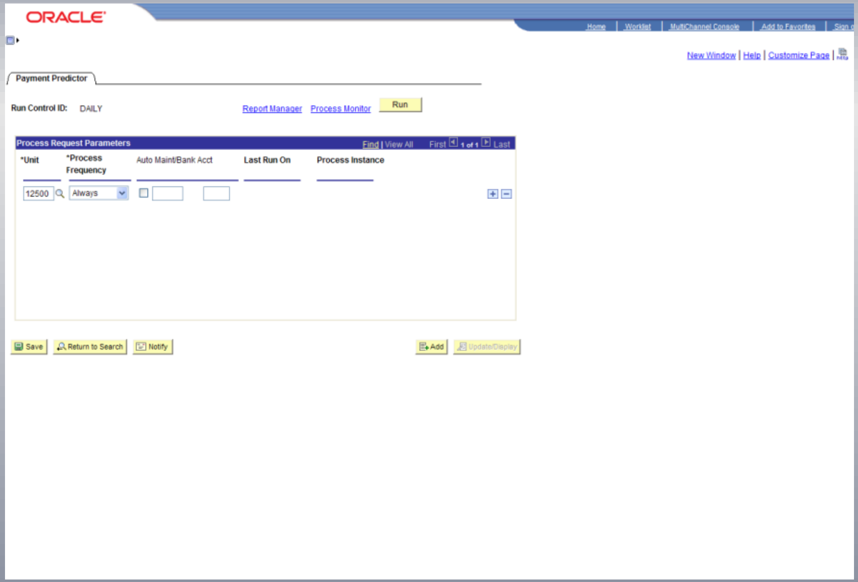
<u>Payments (tab)</u>

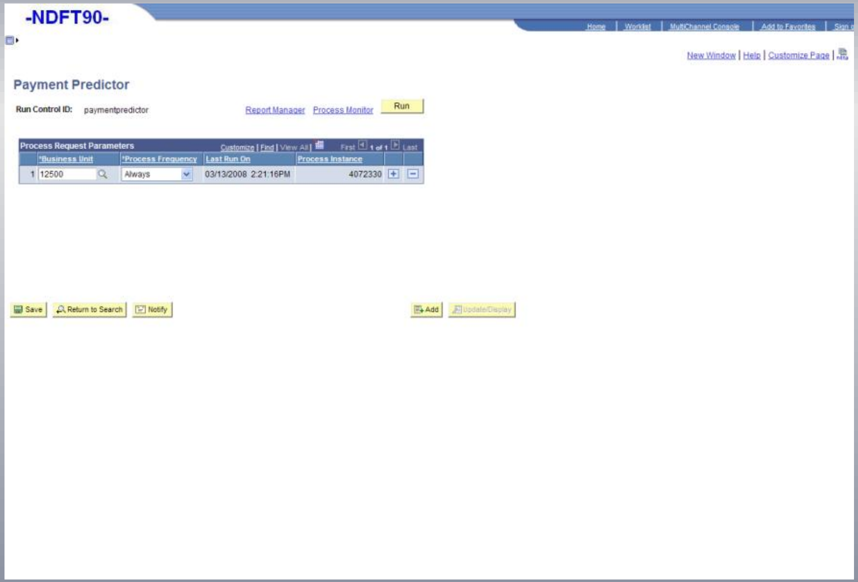
Payment Information – sequence of information fields changed



# Payment Predictor

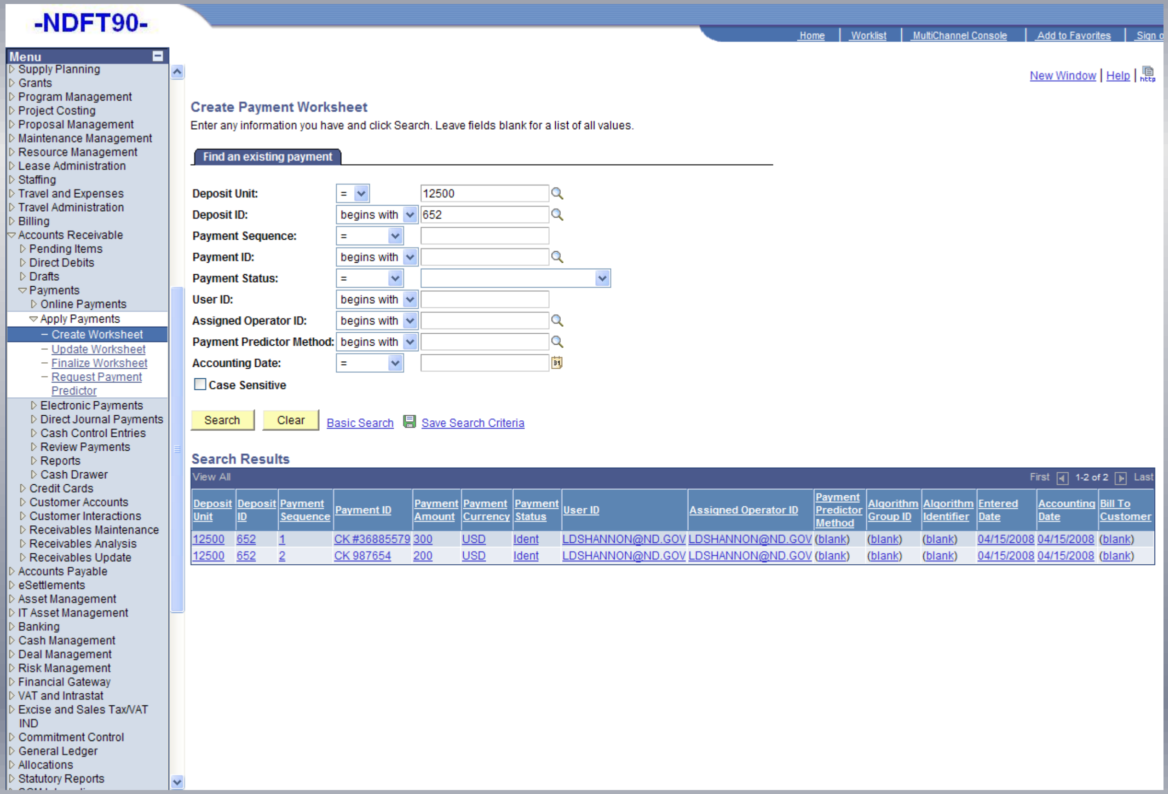
**Accounts Receivable > Payments > Apply Payments > Request Payment Predictor (8.4 version)** ⟹ **Same Navigation for 9.0**



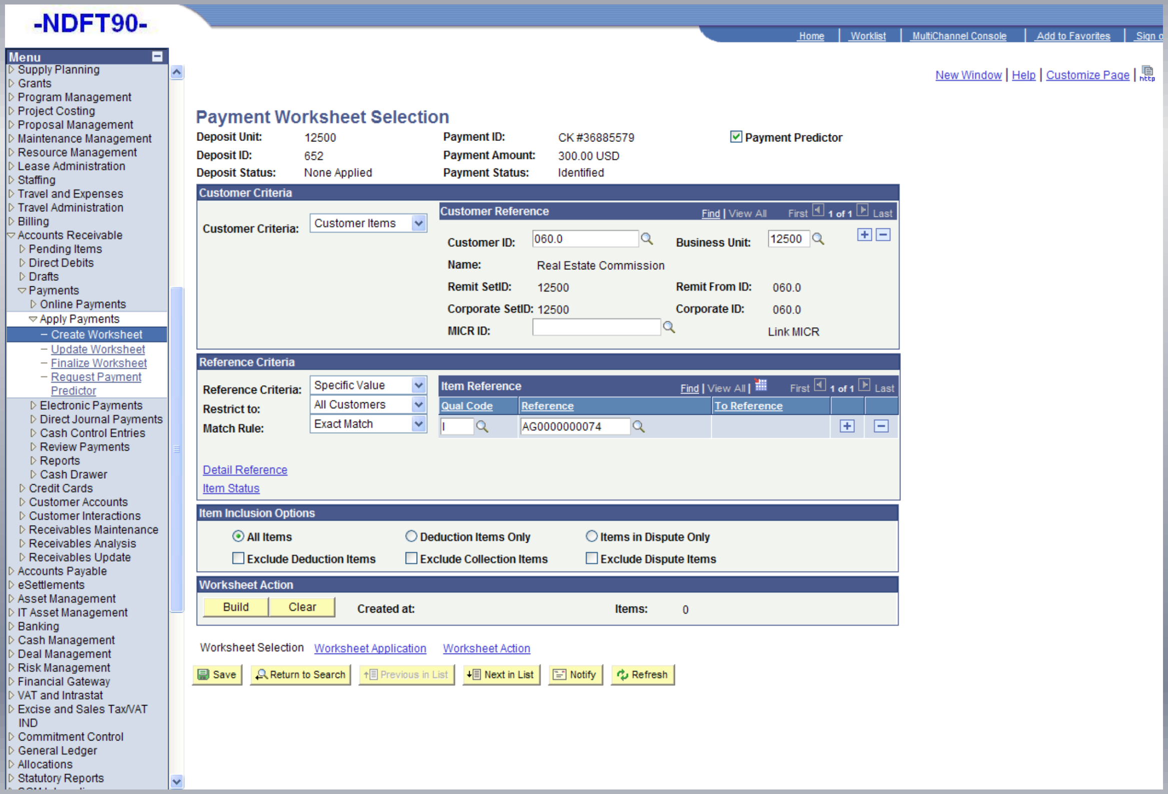
# Payment Worksheet

- Same navigation: Accounts Receivable > Payments > Apply Payments > Create Worksheet



# Build a Worksheet

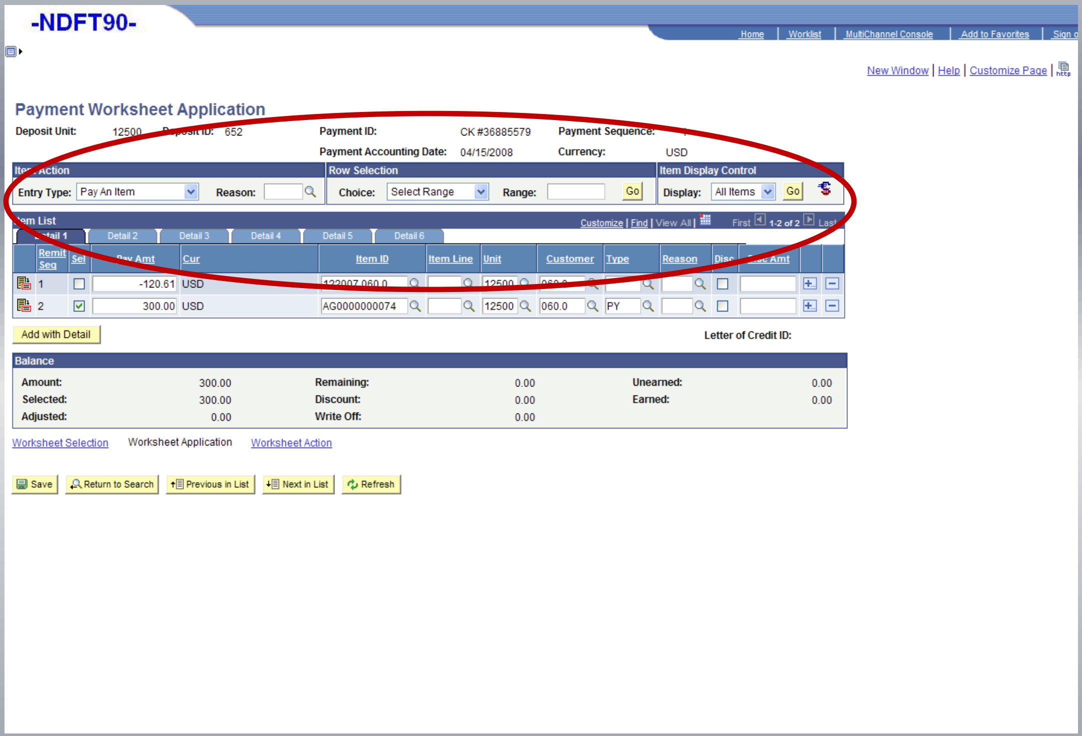
- Same navigation: Accounts Receivable > Payments > Apply Payments > Create a Worksheet – <u>Worksheet Selection</u>



# Worksheet Application

Detail 1 Tab

Payment Amount
Currency
Item ID
Item Line
Unit
Customer
Type
Reason
Discount
Discount Amount
Conversion Amount-Currency



# Worksheet Application

Detail 2 Tab

Item ID

Item Accounting Date

As of Date

Due Date

Discount Date

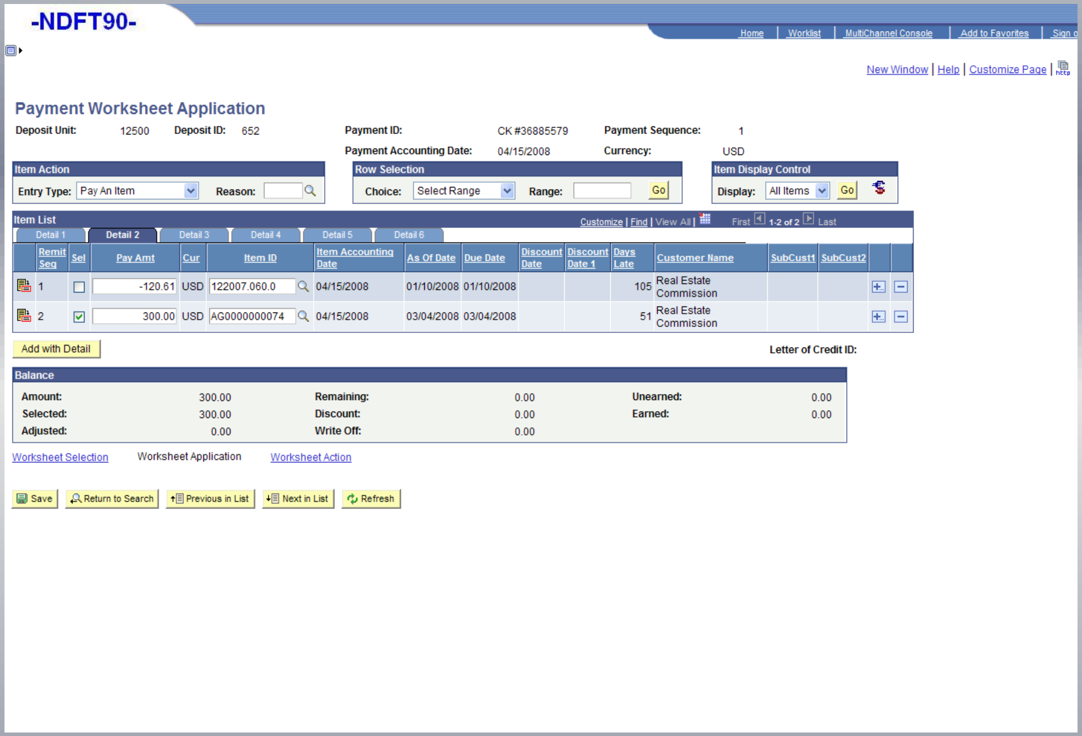
Discount Date 1

Days Late

Customer Name

Sub Customer 1

Sub Customer 2



# Worksheet Application

Detail 3 Tab

Purchase Order

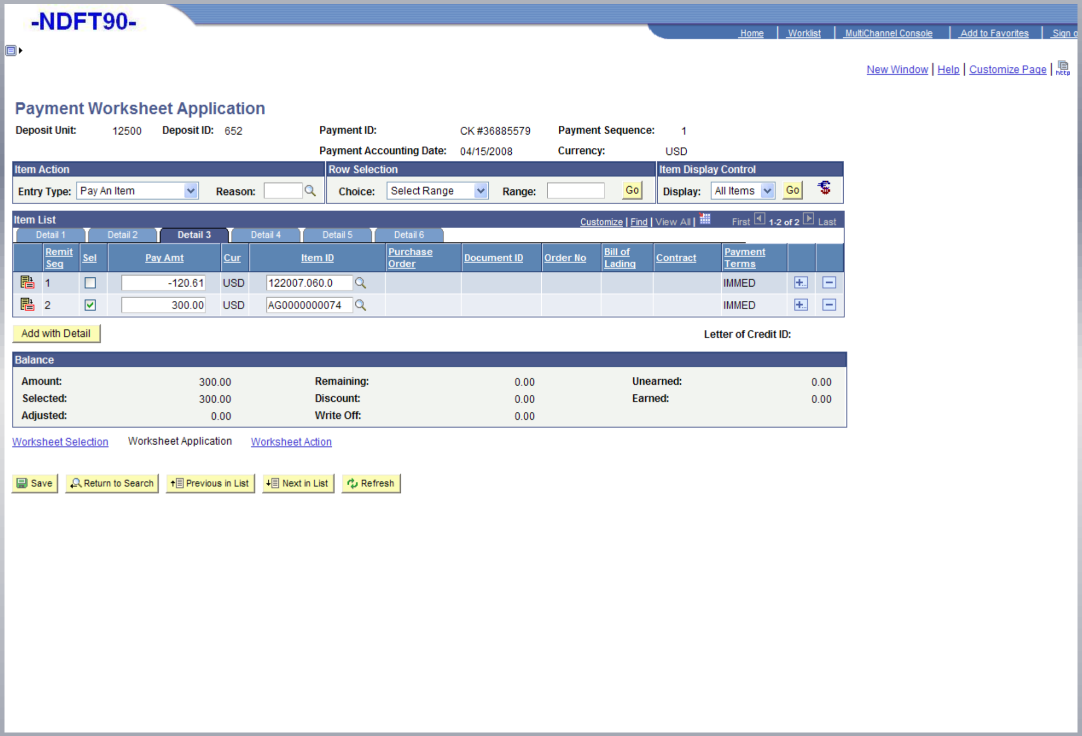
Document ID

Order No.

Bill of Lading

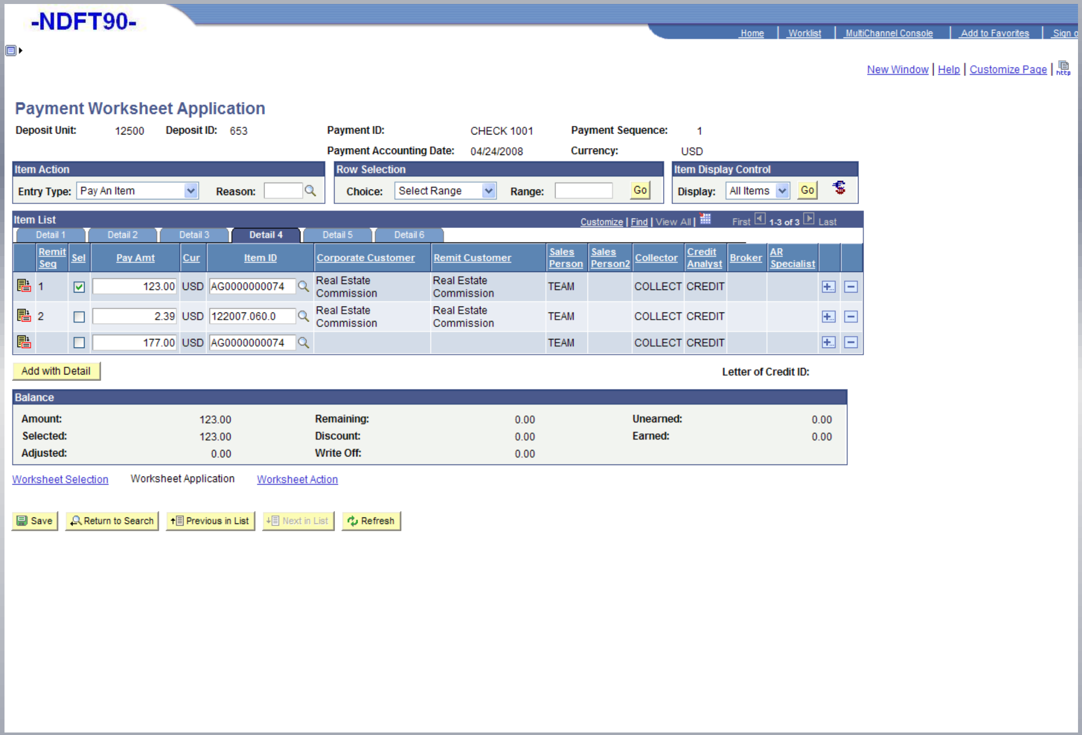
Contract

Payment Terms



# Worksheet Application

Detail 4 Tab




Item ID

Corporate Customer

Remit Customer

Sales Person

Sales Person 2

Collector

Credit Analyst

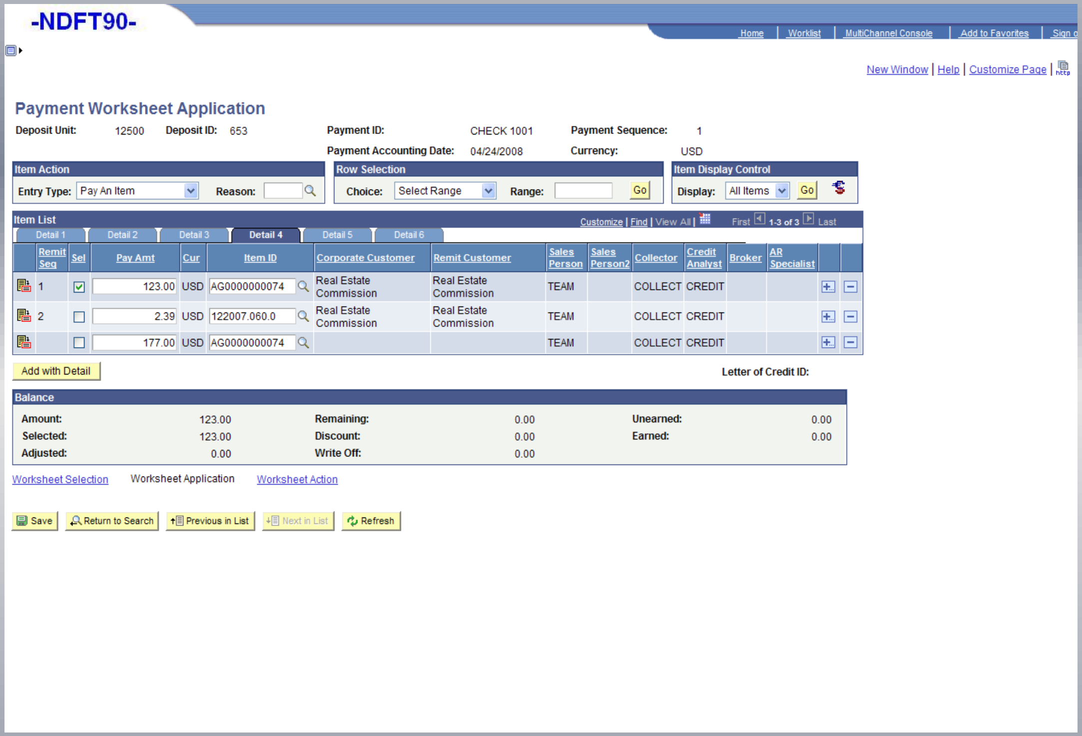
Broker

AR Specialist

# Worksheet Application

Detail 5 Tab

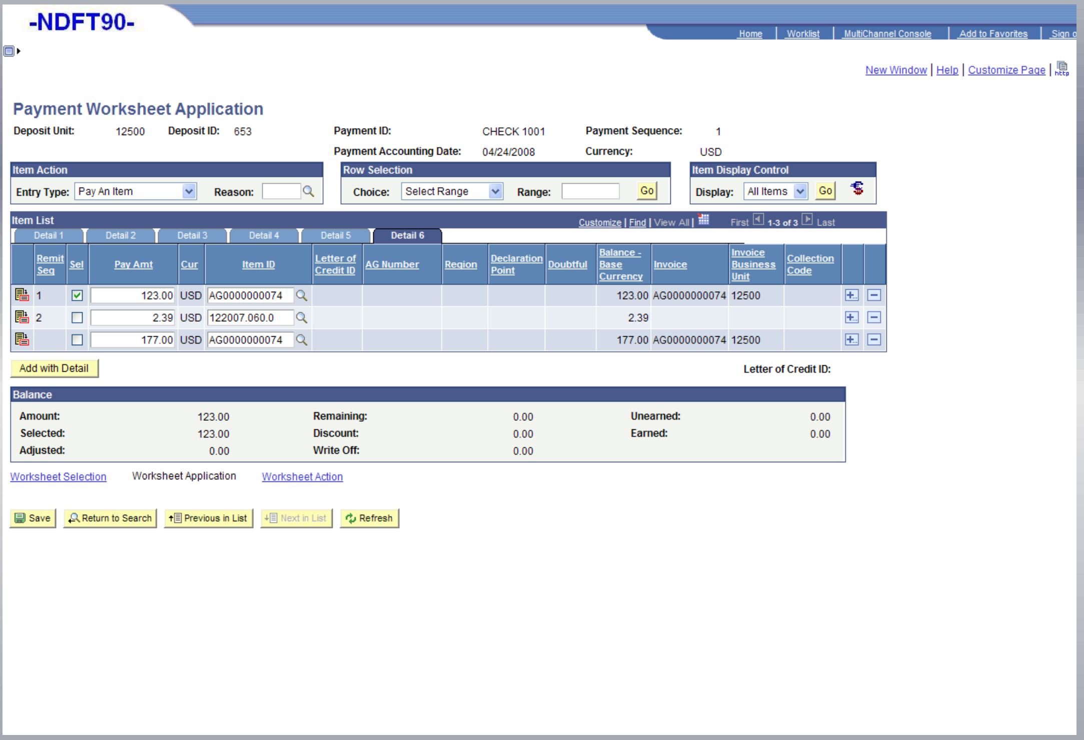
- Item ID
- Deduction Reason
- Deduction Date
- Dispute Reason
- Claim Number
- Claim Date
- Promotion Code
- Merchandising Type (Promotions Mgmt.)
- Reference Reason



# Worksheet Application

Detail 6 Tab

Item ID
Letter of Credit ID
AG Number
Region
Declaration Point
Doubtful
Balance-Base Currency
Invoice
Invoice Business Unit
Collection Code



# Payment Worksheet Action (PERS only)

New Posting Action Options

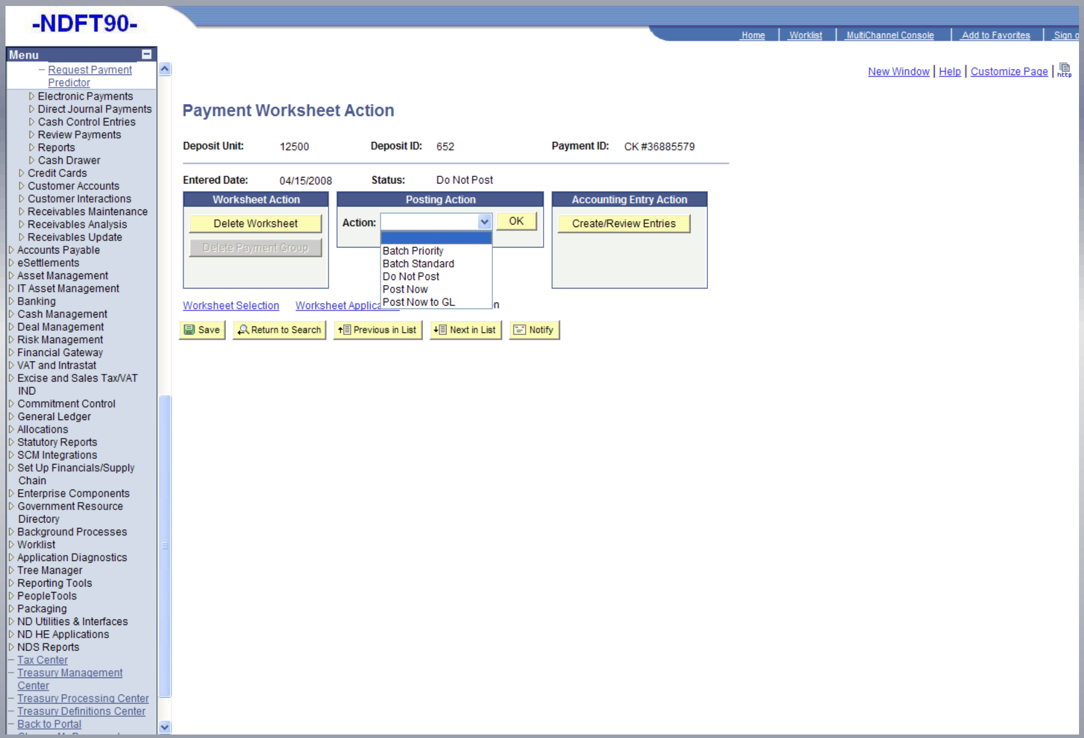
•Batch Priority – Not available

•Batch Standard – Post with nightly run

•Do Not Post – Same as No Action in version 8.45

•Post Now – AR Update will run automatically; this will take you to Process Monitor

•Post Now to GL – Not available

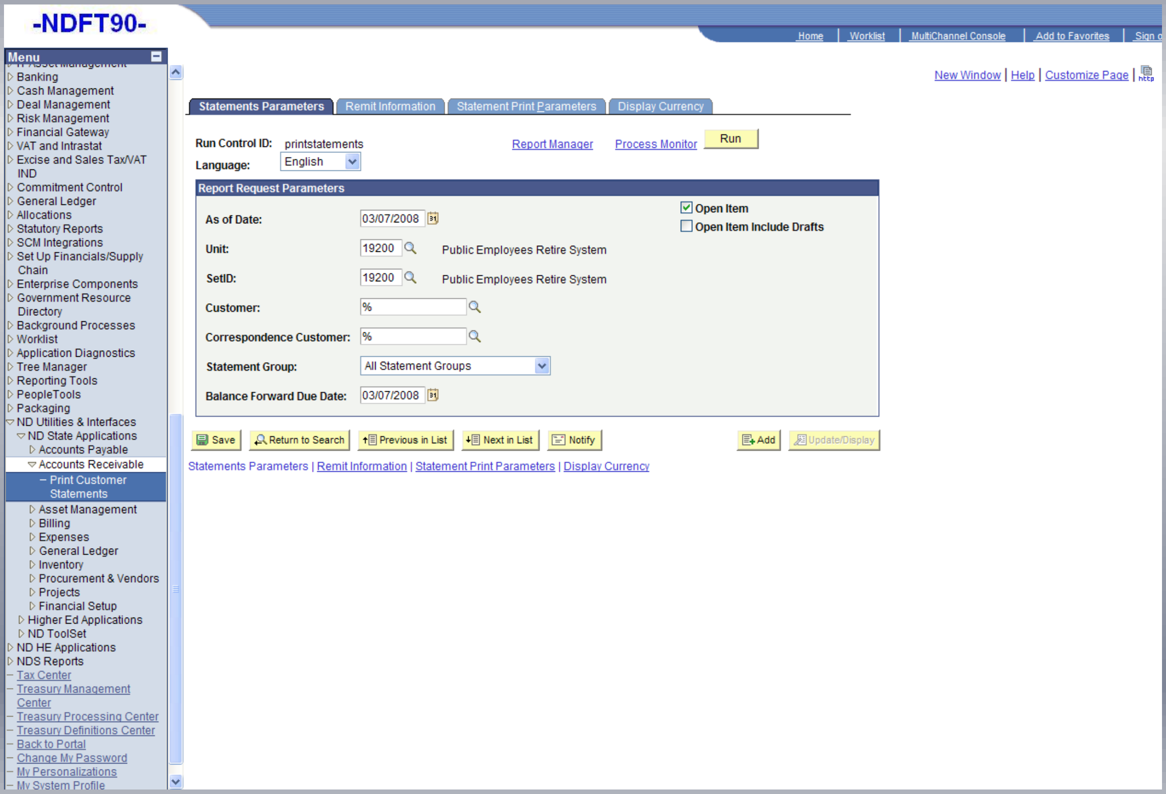


# Adjustments

- Online Pending – No Navigation Change
- Maintenance Worksheet – Accounts Receivable > Receivables Maintenance > Create a Worksheet
- Credit Entire Invoice/Credit & Re-Bill – No Navigation Change

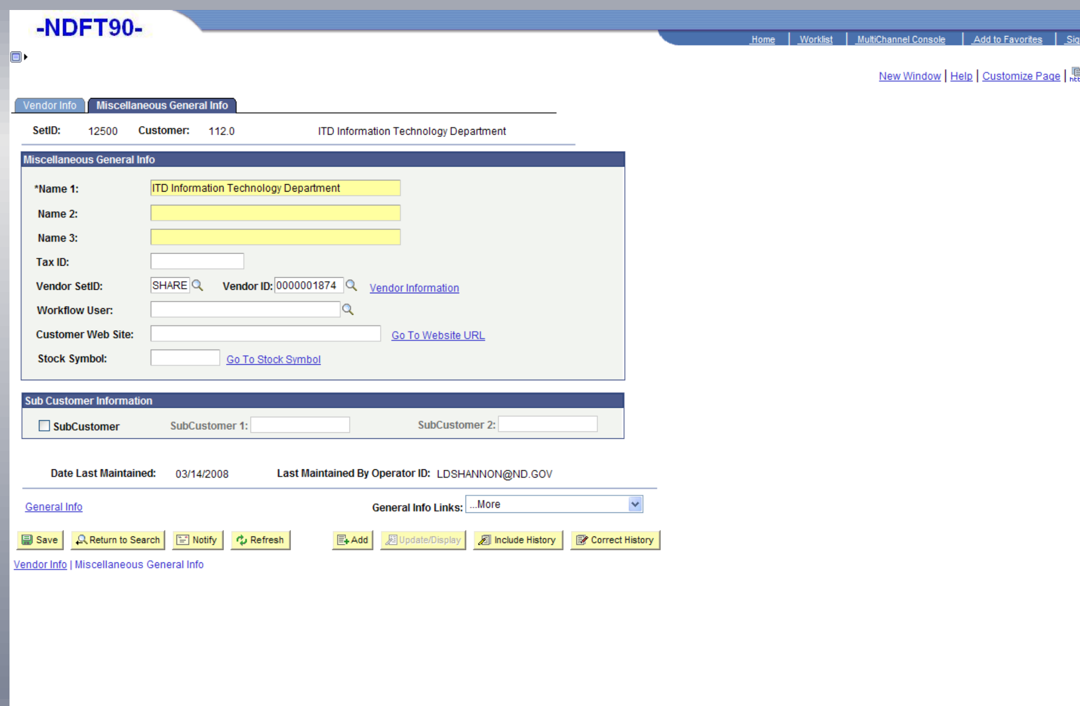
# Statements

- Same navigation: ND Utilities & Interfaces > ND State Applications > Accounts Receivable > Print Customer Statements



# AR Refund to AP

- Revised navigation: Customer > Customer Information > General Information > Miscellaneous General Info. Tab = Share & Vendor ID *required*



# AR Refund to AP

Additional Vendor Information

*Process has changed slightly; instructions will be in training manual

# Reports/Inquiries

- AR Aging Detail - Accounts Receivable > Receivables Analysis > Aging Detail by Unit Report
- Aging by Chartfield - Accounts Receivable > Receivables Analysis > Aging > Aging by Chartfield Report
- Review Deposits/Payments – Accounts Receivable > Payments > Review Payments > All Deposits or All Payments
- Customer Accounts Information - Accounts Receivable > Customer Accounts > Customer Information (Account Overview, Customer Activity, Payments, Payment History, Outstanding Payments)

# Billing/AR Training

- Training Manual to be out 7/1/2008
- User Groups
- Phone/E-Mail 328-1485 or (ldshannon@nd.gov) with questions/comments